

Fermilab offers a J-1 Exchange Visitor Program at Fermilab for Research Scholars (the “Exchange Visitor Program” – “EVP”). We are able to sponsor this program at Fermilab because we are designated by the U.S. Department of State (DOS). The Visa Office is responsible for ensuring that our EVP Participants comply with the Department of State’s regulations, so that we are able to sponsor EVP Participants in the future, and so our EVP Participants properly maintain their J-1 status.

This Memorandum outlines the tasks and responsibilities placed on Research Scholars participating in our J-1 program at Fermilab.

Obligations of J-1 Research Scholars

- Sign the DS-2019 with **BLUE** ink. Keep your document(s) safe at all times.
- Report any changes in your travel plans to the Fermilab Visa Office (visaoffice@fnal.gov or x3933) immediately.
 - If your travel is delayed for *any* reason, immediately tell your supervisor, your Division admin, and the Visa Office. The Visa Office must list the expected date of your arrival in SEVIS, and if you do not arrive by that date, your ability to enter the U.S. in J-1 status might be affected.
- Bring to Fermilab on your first day: your passport, I-94 card, Form DS-2019, all three DS-7002s, and your proof of health insurance. Attend your Orientation(s) (if an employee), at the required time and place. Do NOT be late!
- ***Meet with the Visa Office on your first day at Fermilab.*** This is critical. We must “validate” your arrival in “SEVIS” promptly. If we do not do this, then your J-1 program might be suspended. Applying for a Visitor’s ID Badge at the User’s Office does not constitute meeting with the Visa Office!
- Promptly advise the Visa Office of any travel outside the U.S.
 - If the visa stamp in your passport is expired, or will expire while you are traveling outside the U.S., tell the Visa Office as soon as you begin making your travel plans. Understand Fermilab’s policies on visa applications during travel, available at http://www.fnal.gov/directorate/Directors_Policy/employee_assignments_non_us.shtml.
 - Before you depart the U.S., ensure that the signature of good standing on the DS-2019 will be less than 6 months old at the time you seek to *re-enter* the U.S.
- Promptly advise the Visa Office if you:
 - Plan to apply for a waiver of the Return Residence Requirement (§ 212(e)), or
 - Plan to seek an Advisory Opinion about the Return Residence Requirement.
- Promptly advise the Visa Office of any changes in your residential address.
- Maintain an unexpired passport at all times. This is a Department of Energy requirement for site access!
- Seek Visa Office authorization for reimbursement of travel or other expenses by another U.S. institution, before your visit to that institution.
- Scan and upload a copy to the online immigration system any new I-94 cards or visas, as soon as you receive these.